



Remote Participation Study Committee Meeting

Date: Tues Sept 13, 2022

Time: 7:30 PM to 9:30 PM Eastern Time (US and Canada)

Location: Virtual Meeting

Tues Sept 13, 2022

You are invited to a Zoom meeting.

When: Tues Sept 13, 2022 7:30 PM Eastern Time (US and Canada)

Register in advance for this meeting:

<https://town-arlington-ma-us.zoom.us/meeting/register/tZclf-GtrzgiH9frMXPJZQVtF86Y2UrESroT>

After registering, you will receive a confirmation email containing information about joining the meeting.

AGENDA

1. Review and accept meeting minutes from Aug 31 meeting – 10 minutes
2. Hybrid demo current and next steps
 - Update on action items from Aug 31 meeting and main issue to resolve ahead of launching pilot program – 90 minutes
 - Status of Decision Points document following submission to Town Attorney Doug Heim (Jennifer)
 - Which committees will initially use which rooms and technology in the hybrid pilot (Jim and Alex)
 - Confirm information and timing of sharing information with each pilot hybrid meeting participant. Information includes: Decision Point document, Survey, Recommended room/ technology, and Instructions on how to use their technology (Jennifer, Alex, Jim, Mustafa + others)
 - Share information with Jeff Munro on new equipment purchases, (Jim); Follow up with Jeff Munro on instructional video for serving on a committee and how to make meetings more transparent (Jennifer)
 - Scheduling and planning of Open house for hybrid meeting pilot committees, boards, and commissions.
3. Future business – 5 minutes